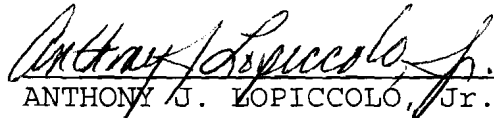
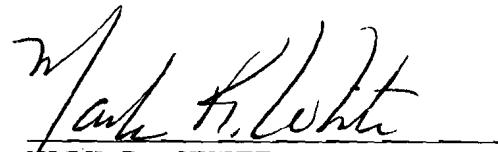
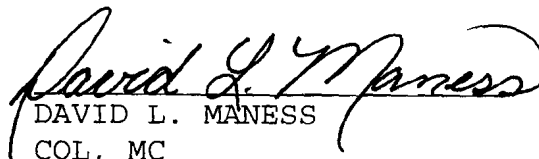


ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
ACADEMY OF HEALTH SCIENCES
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION (DHSA)

STUDENT EVALUATION PLAN
8B-70K67 (RC)
HEALTH SERVICES MATERIEL OFFICER COURSE (RC)


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DATE APPROVED: 13 July 2006

This SEP supersedes 8B-70K67 (RC) SEP dated 20 Dec 2004.

MCCS-HFE

STUDENT EVALUATION PLAN
8B-70K67 (RC)
Health Services Materiel Officer Course (RC)

I. PREFACE. The purpose of this Student Evaluation Plan (SEP) is to establish policies, assign responsibilities and prescribe procedures for the execution of the 8B-70K67 (RC), Health Services Materiel Officer Course (RC). The policies and procedures prescribed herein shall apply to all individuals attending this course.

II. COURSE DESCRIPTION.

A. Course Length/Location. This course consists of two Phases. Phase 1 is non-resident consisting of 78 credit hours of correspondence/distance learning course administered by the U.S. Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston, Texas. Phase 2 is the resident portion consisting of two weeks of didactic instruction at the AMEDDC&S. The course is designed to fill the scholastic requirements for awarding the 70K67 Health Services Materiel Officer Area of Concentration (AOC) to Nonactive Duty Reserve Component personnel.

B. Scope. The 8B-70K67(RC) content consists of principles and techniques used in the management of logistical functions in both TDA and MTOE units, acquisition, inventory management, property management, storage and quality control procedures as they relate to Class VIII supplies, mobilization programs, medical assemblages, and combat service support organizations in the theater of operations.

C. Prerequisites. The 8B-70K67 (RC) is open to Nonactive Duty Reserve Component, Medical Service Corps Officers in the rank of Major or below and Warrant Officer (670A). Personnel must have current or anticipated assignment to logistical related duties within the Reserve Component structure. Completion of the AMEDD Officer Basic Course or equivalent is required. Academy of Health Sciences Letter of Eligibility for Completion or proof of completion of the 8B-70K67 (RC) Phase 1 must be forwarded with application for the resident Phase 2 portion of the course. You must meet height and weight standards IAW AR 600-9.

D. Service Obligation. Minimum time in service remaining

upon completion is ARNG IAW NGR 350-1; USAR, IAW 135-20.

III. PURPOSES OF EXAMINATIONS. You will take an initial comprehensive test based on Phase I course work, in addition to the examinations and graded practical exercises listed in paragraph IV below. The purposes of these examinations include, but are not limited to the following:

A. Measuring the degree to which you have achieved the stated course objectives.

B. Monitoring your progress in meeting course objectives.

C. Providing feedback to the Program Director on the effectiveness of instruction and instructional materials.

D. Assisting the Program Director with data/information for the evaluation of instructional methods.

E. Rank-ordering students when applicable.

IV. COURSE REQUIREMENTS. To graduate from this course, you must achieve the required academic and nonacademic standards.

A. Academic Standards.

1. Exceeded Course Standards. You must graduate in the top 20% of your class with a cumulative academic average of 90% or higher in order to receive "Exceeded Course Standards" on your Academic Evaluation Report (AER).

2. Achieved Course Standards. You must attain 70% or greater on all examinations and graded practical exercises and attain a cumulative academic average of at least 75% to receive "Achieved Course Standards" on your AER.

3. Marginally Achieved Course Standards. An academic average of 70-74.99% will earn a "Marginally Achieved Course Standards" and supporting comments on your AER.

4. Failed to Achieve Course Standards. An academic average of 69.99% or below will earn a "Failed to Achieve Course Standards" and supporting comments on your AER.

5. Unsatisfactory Performance. Any exam or graded practical exercise scored at less than 70% is unsatisfactory performance and will require a "Retest" within two (2) academic days. No "Retest" will count more than 70% of the total

possible points and the student will be considered ineligible for any class honors.

6. Students will be required to complete various reading and writing requirements which will be evaluated. Academic points are awarded as follows:

<u>EVALUATION</u>	<u>POSSIBLE POINTS</u>
<u>Examinations:</u>	
Examination 1	150
Examination 2	150
<u>Graded Practical Exercises:</u>	
Federal Logistics (FEDLOG)	10
Universal Data Repository (UDR)	10
Hand Receipt Management	60
Common Table of Allowances	15
TAADS-R	20
Total	415

7. Grading. Your grade is determined by dividing the total number of points achieved by the number of possible points.

B. Nonacademic Standards.

1. Standards of Conduct. Adverse conduct such as cheating, disrespectful behavior, personal appearance, substance abuse, fraternization with instructors, and insubordination are prohibited and school policies will be strictly enforced, IAW UCMJ, and AMEDDC&S and FSH Reg 351-12 as applicable. You are required to read this SEP and sign the Acknowledgement Memorandum (See Appendix A) within 24 hours.

2. Physical Training. You must maintain height and weight standards. You will not be enrolled to this course if you fail to meet the height and weight standards IAW AR 600-9 and AMEDDC&S 351-12, as applicable.

3. Army Physical Fitness (APFT). An APFT will not be administered.

V. POLICIES/PROCEDURES.**A. Evaluations.**

1. You will receive two examinations during the course, worth 300 points. There are also graded practical exercises worth a total of 115 points.

2. You will be informed of the results of your performance as soon as possible following each examination or graded practical exercise.

B. Remedial Training/Retest. Appropriate remedial training and retesting will be IAW AMEDDC&S Reg 351-19, and performed before or after normal duty hours, or during Class Advisor's time as coordinated by the Class Advisor.

1. You will be retested only after remedial training has been completed.

2. The maximum score you can achieve for a retest is 70%.

3. If you fail a retest, you will be referred to the Program Director for counseling action and possible removal from the course.

C. Academic Counseling. Counseling will be conducted IAW AMEDDC&S and FSH Reg 351-12. Counseling gives you regular scheduled times throughout the course to review your academic progress. It affords frequent opportunities for your Academic Counselor to review your academic progress.

1. Assignment of Academic Counselors

a. Your Class Advisor will assign a counselor to you from the Logistics Management Branch.

b. The Class Advisor will become your counselor if you are placed on academic probation.

2. Frequency of Counseling.

a. You are required to report to your Academic Counselor for counseling no later than the duty day following examination score receipt.

b. You will be formally counseled in writing, a

minimum of two times during the course. It is ideal if you meet face-to-face with your counselor at least once a week.

c. You will be counseled after each examination, practical exercise or quiz that you fail. You may request academic counseling at any time throughout the course from the faculty or staff.

D. Student Ranking.

1. Your grades are rank ordered (compared with other students' grades) by total cumulative grade points. Your class standing is determined by rank ordering your cumulative grade point average with those of other students in your class

2. Your eligibility to compete for honors and awards is IAW AMEDDC&S Reg 351-10. If you have been placed on probation during the course, you will not be eligible to compete for honors and awards.

E. Students on Academic Probation or at risk for academic probation.

1. Academic Probation.

a. You will be placed on academic probation if you fail any examination, graded practical exercise, or if your cumulative academic average falls below 70%. You will be removed from academic probation once you pass the retest and your cumulative academic average reaches 70% or higher.

b. You will attend study halls conducted by Academic Counselors during non-duty hours.

2. At risk for academic probation. You will be considered at risk for academic probation if your cumulative academic average falls between 70-74.99%. The purpose of identifying students at risk for academic probation is to:

a. Help you identify performance problems and consequences, if corrective actions are not implemented.

b. Advise you in ways to improve your performance.

c. Provide you a means by which to measure improvement.

3. Nonacademic Probation. Personal behaviors that interfere with the conduct of class, failure to meet prescribed standards of behavior, or behaviors that constitute a habitual disciplinary problem are defined in AMEDDC&S and FSH Reg 351-12 and may result in UCMJ action.

F. Student Relief. In accordance with AMEDDC&S and FSH Reg 351-12, your Academic Counselor, with concurrence of the Program Director, may recommend that you be relieved from the course for any of the following reasons.

1. Academic Relief. You may be recommended for relief if you fail to meet academic course requirements described in paragraph IV A above.

2. Nonacademic Relief.

a. You may be recommended for relief for personal behavior that interferes with the conduct of class, failure to meet the prescribed standards of behavior or habitual disciplinary problems.

b. You may also be recommended for relief if you have an extended absence (8 academic hours or more) for emergency leave, hospitalization, incarceration, etc.

VI. SPECIAL RECOGNITION FOR STUDENTS.

A. Procedures.

1. If you meet the selection criteria for Distinguished Honor/Honor Graduate, you will be nominated as a candidate. The Program Director will make the final selection.

2. There will be one Distinguished Honor Graduate (DHG) selected per class; however, a class may not have a DHG if a candidate is not eligible.

B. Designation.

1. Distinguished Honor Graduate (DHG).

a. To be nominated as a candidate for DHG, you must meet all of the following criteria:

(1) Attain the highest cumulative academic average of 95% or higher.

- (2) Score above 75% on all exams.
- (3) Successfully pass all practical exercises.
- (4) Meet height and weight standards (if applicable).
- (5) Not have any adverse documentation on student counseling forms.
- (6) Not have any disciplinary actions on record.

b. An official certificate prepared by Department of Academic Support and Quality Assurance (DASQA) and signed by the Commandant will be awarded to you if selected.

2. Honor Graduate (HG).

a. To be nominated as a candidate for Honor Graduate, you must meet all of the following criteria:

- (1) Attain a cumulative academic average of 90% or higher.
- (2) Achieve the second highest academic average, scoring above 75% of possible points on all exams.
- (3) Successfully pass all practical exercises.
- (4) Meet height and weight standards (if applicable).
- (5) Not have any adverse documentation on student counseling forms.
- (6) Not have any disciplinary actions on record.

b. An official certificate prepared by DASQA and signed by the Commandant will be awarded to you if selected.

3. Commandant's List. To be eligible for inclusion on the Commandant's List, you must meet the following criteria:

- a. Be in the top 20% of the number of

graduating students (including the DHG and the Honor Graduate) with a cumulative academic average of 90% or greater.

- b. Score above 75% on all exams.
- c. Successfully pass all practical exercises (See Paragraph IV).
- d. Meet height and weight standards (if applicable).
- e. Receive no adverse counseling statements on record concerning improper behavior or inappropriate conduct.
- f. Receive no disciplinary action while assigned/attached in a student status.

VII. ELIGIBILITY FOR DIPLOMAS. You will be awarded a diploma upon satisfactory completion of the academic and nonacademic requirements of this course as stated in Paragraph IV above.

VIII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.

A. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and the American Council on Education (ACE). The transcript documents all Soldiers' military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the Soldier's military learning experiences. To request an AARTS transcript:

- 1. Visit the AARTS web site at:
<http://aarts.army.mil/>
- 2. E-mail AARTS at: aarts@leavenworth.army.mil
- 3. Mail or fax a written, signed request or completed DA Form 54054-R to: AARTS OPERATIONS CENTER, 415 MCPHERSON AVE, FORT LEAVENWORTH KS 66027-1373. FAX: (913) 684-2011 or DSN 552-2011.
- 4. Telephone AARTS (toll-free) at (866) 297-4427 or DSN 552-3269.
- 5. For Soldiers needing more information, contact:

AMEDDC&S REGISTRAR, DSN 471-6207, (210) 221-6207, or e-mail registrar@amedd.army.mil.

B. To apply for college credits, you must furnish documents specified in the ACE Guide to the civilian school(s) from which you want to receive credit. The civilian school(s) will decide on acceptance of ACE credit recommendations and hours to be credited.

C. Application Assistance. The Education Services Officer from the Army Education Center will assist you in preparing DD Form 295, Application for Evaluation of Learning Experiences During Military Service, to obtain recognition from civilian schools.

IX. ACADEMIC EVALUATION REPORTS (AER). Your Academic Counselor will prepare your DA Form 1059, Academic Evaluation Report. You may obtain additional information concerning Academic Evaluation Reports by referring to AR 623-3.

X. APPENDIX A. You are required to read the contents of this SEP and sign the SEP Acknowledgement Memorandum, Appendix A, within the next working day.

APPENDIX A

STUDENT EVALUATION PLAN ACKNOWLEDGEMENT MEMORANDUM

Date _____

MCCS-HFE

SUBJECT: Acknowledgement of Reading Student Evaluation Plan
(SEP)

1. I have read and understand the Student Evaluation Plan (SEP) for the Health Services Materiel Officer Course (Reserve) 8B-70K67 (RC) Phase 2 Course dated _____. All questions I had pertaining to the SEP were answered prior to signing this memorandum.

2. I have also been informed of the counseling requirements IAW AHS Reg 351-18.

Signature

Print Name